

## Memorandum of Conversation

DATE: When memo  
signed

SUBJECT : Meeting with District Commissioners on xxdate,  
re "Parking Permits"

PARTICIPANTS: List the participants by name and title, if known.

COPIES TO : DDCI; DDS; D/Log; Ex Reg; agency participants

\*(subject matter falls within purview of Logistica)

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1. This form is used in reporting conversations with individuals outside the Agency. The form is not necessary if the conversation is made a part of minutes of a meeting, reported in an intelligence information report, or is recorded in another form of memorandum.

2. If a meeting is attended by the Director, Deputy Director, or Executive Director of Central Intelligence, and by other Agency officials, the official most directly involved in the subject matter will prepare the memorandum.

3. In addition to this memorandum, a three-sentence will be prepared and dispatched to the Director's office immediately after the meeting or conversation. This must be done when matters discussed may affect policy or should be brought to the attention of the Director or the Deputy Director of the Agency.

██████████  
Chief, Support Group

25X1A9a

25X1A9a  
DDS/OL: ████████ Typist (date)

#particularly those which may determine or affect policy or which should be brought to the attention of the Director or the Deputy Director.

Distribution: (on copies only)